

## Recreation Coordinator

**DATE:** Adopted 05/15, Revised 08/25

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**CLASSIFICATION:**

Non-Exempt

**DEPARTMENT:**

Parks and Recreation and  
Policy and Administration

**JOB DESCRIPTION:**

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**Summary/Objective**

The Recreation Coordinator performs duties in establishing and carrying out programming for the Parks and Recreation Department. Implements, monitors, records and tracks all functions of parks and recreation programs, activities and special events.

**DISTINGUISHING CHARACTERISTICS:**

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The Recreation Coordinator is a full-time, hourly position that reports to the Parks and Recreation Director and City Manager.

**ESSENTIAL FUNCTIONS:**

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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Handle customer service including: answering and routing phone calls; greeting and directing visitors to appropriate persons and locations; answering citizen questions; taking messages; and providing general information to visitors.
- Communication and interpersonal skills as applied to interaction with employee/supervisor relationships within the department, other departments of the city, jurisdictions, other agencies and the general public.
- Assists with promoting programs and special events of the Hiawatha Parks and Recreation Department including public service announcements.
- Assists with developing, coordinating, and directing varied activities involved in community recreation programs and special events.
- Assists with preparing, producing, and distributing Hiawatha Activity Brochures to general public.
- Assists with coordinating rentals of the Community Center, Park Pavilions and Multi-Purpose Room.
- Assists with Parks and Recreation Commission meetings including completing monthly reports with supporting documents and recording and posting minutes.
- Assists with organizing participants in teams or classes for programs and provide rosters and schedules for volunteer coaches and instructors.
- Record and process municipal receipts.
- Use computer hardware and software applications, including but not limited to internet, website, social media outlets, Microsoft Office and Google.
- Manage the engagement of social media account of the Parks & Recreation department.
- Assist with seeking and obtaining sponsorships and donations to support Parks & Recreation initiatives.
- Sort and distribute mail to areas and staff within the organization, dispatch outgoing mail.

- Performs other related duties and assists other City departments when required.

### **QUALIFICATIONS (POSITION REQUIREMENTS AT ENTRY):**

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- Knowledge of the principles and practices of recreation and leisure time activities including planning, development and implementation of programs utilizing existing and planned facilities and equipment as authorized by the Parks and Recreation Director.
- Considerable knowledge of recreation and community philosophy, planning, and administration.
- Considerable knowledge of the equipment, facilities, operations and techniques used in a comprehensive community recreation program.
- Use computer hardware and software applications, including but not limited to the internet, website, social media outlets, Microsoft Office and Google.
- Business English, spelling and punctuation.
- Ability to communicate in written or oral form.

### **SKILLS AND ABILITIES (POSITION REQUIREMENTS AT ENTRY):**

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- Ability to plan, organize, carry out and provide manage a broad range of programs serving all populations of the community.
- Applying customer service techniques.
- Problem solving.
- Following written and verbal instructions.
- Communication, interpersonal skills as applied to interaction with employee/supervisor relationships within the department, other departments of the city, jurisdictions and other agencies and the general public.
- Ability to promote the programs and projects of the Hiawatha Parks and Recreation Department.
- Ability to develop, coordinate and direct varied activities involved in a community recreation program.
- Preparing office correspondence, data entry and mailings.

### **TRAINING AND EXPERIENCE (POSITION REQUIREMENTS AT ENTRY):**

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Bachelor's Degree preferred from an accredited institution in leisure services, recreation / sports administration, physical education, sports management, business or closely related field.

### **LICENSING REQUIREMENTS (POSITION REQUIREMENTS AT ENTRY):**

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Have valid Iowa driver's license and must be insurable.

Must be Certified Parks and Recreation Professional or be able to obtain within 6 months of employment.

### **ESSENTIAL PHYSICAL ABILITIES:**

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Job assignments are both indoors and outdoors. Outdoor activities can include exposure to heat, cold, humidity, snow, wind, rain, and other outside elements. Assignment may also include the delivery of equipment that can include moving, lifting, or shifting of equipment on various levels, i.e., lifting up to 25 pounds.

Positions in this class typically require: sitting, reaching, standing, grasping, kneeling, talking, hearing, seeing, and repetitive motions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Specific vision abilities require by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The noise level in the office work environment is usually moderate.

**SUPERVISORY RESPONSIBILITY:**

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May train, supervise, and evaluate work performance of seasonal personnel; makes recommendations for hiring and termination; prepare schedules and assignments for recreation personnel.

**POSITION TYPE AND EXPECTED HOURS OF WORK:**

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This is a full-time position. Days and hours of work are Monday through Friday 7:30 a.m. to 4:00 p.m., 40 hours per week. Occasional evening and weekend work may be required as job duties demand.

**OTHER DUTIES:**

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Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**SIGNATURES:**

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This job description has been approved by all levels of management:

Manager \_\_\_\_\_

HR \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_